

State of Texas Guidance FY 2015 Pre-Disaster Mitigation Grant Program Catalog of Federal Domestic Assistance No. 97.047

Texas Department of Public Safety
Texas Division of Emergency Management

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The following materials provide application guidance and information for the FY 2015 Pre-Disaster Mitigation Grant Program and the eligible sub-applicants in the state of Texas. Sub-applicants are encouraged to seek funding opportunities to improve the preparedness level and natural hazard resiliency of communities.

Deadlines

The table below contains important deadlines for the FY 2015 Pre-Disaster Mitigation (PDM) Grant Program.

Process	Deadline
Request eGrants access	▪ July 3, 2015
PDM application submittal to the state	▪ July 30, 2015
Closing date for applications	▪ PLEASE NOTE: The current closing date for applications of August 28, 2015 published on Grants.gov does not pertain to sub-applicants; it is the State (applicant) submission deadline to FEMA.

eGrants Access Instructions

Applications for PDM are submitted in electronic format through eGrants, a federal online system.

Each person needing access to eGrants for application preparation activities must submit an authorized access request form to the Texas Division of Emergency Management (TDEM). Access to the eGrants system is granted and activated through TDEM. Registration in other eGrants programs does not carry over to PDM application development.

Topic	Instruction
Request eGrants access	<ul style="list-style-type: none">▪ A "Request for Access Rights to eGrants System" (form number TDEM-16), must be signed and submitted for each person. Access the form and save it to your computer.▪ A sample of the form is included in this guidance.▪ Direct link to form: http://www.txdps.state.tx.us/internetforms/FormDetail.aspx?Id=2689&FormNumber=TDEM-%2016.docx.
Completed forms	<ul style="list-style-type: none">▪ Each form must be completed, signed by the sub-applicants chief official (such as a judge, mayor, or agency director), scanned to a PDF format, and e-mailed to: TDEM-Mitigation@dps.texas.gov.
TDEM deadline for eGrants access	<ul style="list-style-type: none">▪ The TDEM deadline for submitting eGrants access requests is Friday, July 3, 2015.
Requesting access to the eGrants system	<ul style="list-style-type: none">▪ Only the chief elected official or agency director may request access for designated individuals and determine their level of access rights.▪ NOTE: If an official other than the highest elected official has signatory authority to obligate funds, acceptable documentation showing the source of that authority must accompany the access request letter.
Previously registered eGrant system users	<ul style="list-style-type: none">▪ For those who were registered in previous years, user IDs and passwords should still be valid; however, the eGrants

	<p>access request form must be submitted for TDEM to re-activate the user.</p> <ul style="list-style-type: none"> ▪ E-Grants passwords are grant specific, if you have eGrants access for a different grant program you will still need to request eGrants access from TDEM in order to have access to PDM.
TDEM approval of eGrant access	<ul style="list-style-type: none"> ▪ Once TDEM approves eGrants access, new users will receive an email notice with registration instructions. ▪ Previous users will be notified by email when their access is re-activated. ▪ Upon receipt of an email notice, users can register and begin the application process.
Recovering user ID and password	<ul style="list-style-type: none"> ▪ If you forget your user ID or password, you will need to contact the FEMA eGrants helpdesk at 1-877-611-4700 for assistance. ▪ You can also request your user ID or password on the eGrants sign-in page on the buttons below the sign-in box.

PDM Application Development Guidance

The FEMA's *Hazard Mitigation Assistance Guidance* published on February 27, 2015 contains additional information about the FY 2015 PDM program.

The FEMA FY 2015 PDM information is located at: <http://www.fema.gov/pre-disaster-mitigation-grant-program>.

The guidance is published in two parts: the Hazard Mitigation Assistance (HMA) Guidance with specific program information, and an addendum to the HMA Guidance with additional project specific requirements. Funding is made available through congressional appropriation and is nationally competitive.

PDM applications must be complete and include all required supporting documentation. Any applications that are incomplete, lack supporting documentation, or fail to meet FEMA programmatic guidance requirements will not be submitted to FEMA for funding consideration.

Eligible sub-applicants are local governments (cities and counties), state agencies, and Tribal governments. Individuals, businesses, and private-non-profit organizations (PNP) are not eligible sub-applicants.

PDM is a reimbursement grant program with a minimum sub-grantee cost-share commitment of 25 percent of the total project cost. FEMA's maximum reimbursements cannot exceed 75 percent of the total approved project costs. In rare circumstances, small and impoverished applicants can qualify for 90 percent federal funding.

Non-planning grant PDM projects must demonstrate cost effectiveness through the use of FEMA Benefit-Cost Analysis (BCA) version 5.1. TDEM recommends you

conduct your benefit cost analysis at the start of your application process. Supporting documentation is required for all entries into the BCA software to validate your final benefit cost ratio, which must be 1.0 or greater. Warning systems are not eligible projects in PDM.

Version 5.1 of the BCA software is available for download at: <http://www.fema.gov/benefit-cost-analysis>. Address any questions or issues concerning the software to the FEMA BCA helpline at 1-866- 222-3580 or bchelp@fema.gov.

Implementing any construction activities (e.g. groundbreaking, demolition, or lot clearing) prior to FEMA project approval violates the program's environmental compliance requirements causing the project to become ineligible and it will be removed from consideration.

FY 2015 PDM Program Description

The information below summarizes sub-applicant eligibility, FEMA FY 2015 PDM funding priorities and funding restrictions.

PDM Sub-Applicant Eligibility

Requirements	Instruction
A	<ul style="list-style-type: none"> Sub-applicants must be at the Basic Level of preparedness in their Local Emergency Management Plan and Annexes.
B	<ul style="list-style-type: none"> Sub-recipients must have a FEMA approved mitigation plan by the application deadline on August 28, 2015 and at the time of FEMA project approval and funding obligations. The FEMA approved mitigation plan is not required for a planning grant application creating a new or updated plan meeting the requirements of 44 C.F.R § 201. Sub-recipients with a mitigation plan in draft status should plan on submitting in the Hazard Mitigation Grant Program (HMGP) under DR 4223.
C	<ul style="list-style-type: none"> Sub-recipients with projects sited within a special flood hazard area (SFHA) are eligible only if the jurisdiction in which the project is located is participating in the National Flood Insurance Program (NFIP). NFIP participation is not required for PDM planning applications or projects located outside of the SFHA.

FEMA FY 2015 PDM Funding Priorities

Priority	Explanation
A	<ul style="list-style-type: none"> The state is guaranteed at least \$250,000 in awards and is capped at \$4,500,000. Texas will only be allowed to submit ten applications to FEMA. Texas will have a lower priority in the national competition due to an open HMGP application period.
B	<ul style="list-style-type: none"> Planning grants: The development and update of hazard

mitigation plans consistent with 44 C.F.R (Code of Federal Regulations) § 201. The prioritized funding order is:

- I. Planning sub-applications for communities with a mitigation plan that has already expired;
- II. Planning sub-applications for communities with a mitigation plan that is expiring within two years;
- III. Planning sub-applications that include additional costs for alternate planning activities such as dam breach, flood studies, and wildfire vulnerability studies. Alternate planning activities are not eligible as a stand-alone project in PDM.

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- C** ■ Cost effective, non-flood hazard, mitigation projects: Flood mitigation projects should be submitted under the Flood Mitigation Assistance (FMA) grant program administered by the Texas Water Development Board (TWDB), <http://www.twdb.texas.gov/>. The prioritized funding order is:
- I. Cost effective mitigation projects for jurisdictions with a good Building Code Effectiveness Grading (BCEGS) rating. Communities currently un-rated will be assessed as a 10 (very poor);
 - II. New for 2015. Emergency power generators as a cost effective project. Generators have not previously been eligible in PDM;
 - III. Please note mitigation projects, or alternate planning activities, for hazards that have been in the jurisdiction mitigation plan are not eligible.
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Funding Restrictions

Restriction	Explanation
A ■	Maximum federal share for projects is \$3 million, and any sub-recipient can only submit up to three projects.
B ■	Maximum of 5 percent of total project costs may be used for sub-recipient management costs.
C ■	Pre-award costs for application development must be identified as a separate line item in the cost estimate, and cannot have been incurred prior to May 29, 2015.
D ■	<p>State limits on mitigation plan funding increase this year: \$60,000 for the primary and \$6,000 for each additional participant.</p> <ul style="list-style-type: none"> ■ Contact TDEM for any planning grant application estimates in excess of \$250,000 federal share. ■ The two-county maximum rule for plan submission starting 2015 is modified to a four-county maximum. These changes are permanent and will be incorporated into other TDEM guidance documents.

New Guidance – 2 C.F.R

2 C.F.R § 200 was amended on December 19, 2014. Familiarize yourself with 2 C.F.R § 200 Subparts A-E as there have been significant changes that may affect project eligibility.

2 C.F.R Changes to Note

Change	Explanation
2 C.F.R 200.319 (a) Competition:	<ul style="list-style-type: none">“... contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.”This clause is intended to eliminate unfair competitive advantage; however, if a contractor is procured to prepare the application and manage the project, contingent upon award, there would be no unfair advantage.
2 C.F.R 200.318 (i) General Procurement Standards:	<ul style="list-style-type: none">A public entity (city, county, district, etc.) must maintain all records sufficient to detail the history of procurement. These records will include, but are not limited to the selection of the method of procurement, selection of contract type, newspaper publication tear sheet, scoring criteria, scoring sheet, contractor selection or rejection, the basis for the contract price, the minutes that approve the selection of the contractor and the executed contract.

Additional Resources and Contact Information for Technical Support

- TDEM website: <http://www.txdps.state.tx.us/dem/>
- FEMA PDM website: <http://www.fema.gov/pre-disaster-mitigation-grant-program>
- BCA website: <http://www.fema.gov/benefit-cost-analysis>
- FEMA Grants Portal: <https://portal.fema.gov/famsVuWeb/home>
- System for Award Management (SAM): <https://www.sam.gov/portal/SAM/>
- TDEM Mitigation: 512-424-5489
- TDEM-Mitigation@dps.texas.gov

Please continue to monitor the TDEM website for up to date information on trainings, webinars, and workshops.

For More Information

For more information on this document, contact the TDEM mitigation team at TDEM-Mitigation@dps.texas.gov

<http://www.dps.texas.gov/dem/Mitigation/index.htm>